

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)**  
**REPORT OF SURFACE WATER USED FROM JANUARY 1, 2016 TO DECEMBER 31, 2016**

**REQUIREMENT TO SUBMIT WATER USE REPORT:**

**Section 11.031 of the Texas Water Code requires that you submit a water use report for your water right every year. Effective September 1, 2013, a person who fails to file is liable for a penalty each day in an amount not to exceed: \$100 per day for a water right authorization of 5,000 acre-feet or less per year; or \$500 per day for a water right authorizing more than 5,000 acre-feet per year.**

**For your convenience, the form may be submitted electronically to [WUR@tceq.texas.gov](mailto:WUR@tceq.texas.gov)**

**INSTRUCTIONS**

The water use report form is due back to the TCEQ by **March 1, 2017**.

Complete each enclosed water use report (WUR) form. Beginning this year, each WUR is specific to the authorized use. If you receive more than one form, please be certain that you are completing the correct form for the authorized use. You may access a general WUR form and other Water Right information on-line at:

**[www.tceq.texas.gov/permitting/water\\_rights/water-right-permits-annual-water-use-report](http://www.tceq.texas.gov/permitting/water_rights/water-right-permits-annual-water-use-report)**

Please contact the TCEQ at (512) 239-4691 if you have questions or need assistance completing the form. E-Mail inquiries may be made to [WUR@tceq.texas.gov](mailto:WUR@tceq.texas.gov)

**Report all Monthly amounts in acre-feet. Report the Maximum Diversion Rate in either cubic feet per second (CFS) or gallons per minute (GPM) and indicate the unit of measure used on the form.** Conversion factors and abbreviations are below. If you do not have exact figures for any column, estimate the monthly and yearly values. If it is not possible to provide the TCEQ with the information requested in the above format (acre-feet, etc.) please provide the units of measure used. Attach a supplemental sheet if necessary to explain any figures reported or to submit any additional comments.

The columns listed below define the expected response for reporting authorized diversions; however, each form may not contain each column. If a water right is not authorized for diversion, such as recreation, it may have no columns at all. Please complete the forms by checking appropriate boxes and/or completing the comments section.

**MONTHLY DIVERTED AMOUNT** is the amount of water diverted (taken) monthly from the water source (stream, river, lake or impoundment) authorized by the water right. If there was no diversion of water, enter zero (0) for each applicable month in the table, along with a brief reason why in the Comments section.

**MONTHLY CONSUMED AMOUNT** is the amount of water (out of the MONTHLY DIVERTED AMOUNT) that was actually consumed (not returned to a water body) each month. Some water right holders are authorized to divert a large amount of water but consume only a fraction of the diverted water.

**MONTHLY USED AMOUNT** is the amount of water that was intentionally left in the watercourse each month for an authorized use.

Abbreviations and Conversions	
1 Acre-Foot = 325,851 Gallons	GPM - Gallon(s) per Minute
1 CFS = 448.8 Gallons per Minute	CFS - Cubic Feet per Second